

Landlord Rental Assistance Program

Information for Landlords and Property Owners – Document Checklist

The New York State Landlord Rental Assistance Program (LRAP) assists eligible landlords and property owners to obtain unpaid rent due from tenants who have vacated the property or who are unwilling to apply for the Emergency Rental Assistance Program (ERAP).

When applying, landlords and property owners will need to provide:

- **W-9 tax form**, which must be entered by typing this information in the Owner Account on the LRAP portal.
- **Proof of Ownership** by uploading this information into the Owner Account on the LRAP portal.
- **Executed lease** with tenant, or if there is no written lease, a cancelled check, evidence of funds transfer or other documentation of the last full monthly rent payment. Upload pages of lease to at least include unit address, tenants on lease, monthly rental obligation, and signature page.
- **Documentation of unpaid rent due** from tenant by uploading a monthly rent confirmation form or ledger identifying the rental amount due by month. Do not include non-rent payments such as late fees or parking fees.
- **Banking information** by typing in direct deposit information in the Owner Account on the LRAP portal.
- If applicable, an owner affidavit or signed agreement designating the property management company/agent as authorized recipient of LRAP funds.
- The property owner or an authorized property management company will be required to sign the application form and associated certifications agreeing that the information provided, including the amount of rental arrears owed, is accurate and does not duplicate a payment received from another program. Dates on which the landlord contacted the tenant to seek participation in ERAP must also be provided, if the application is for a tenant that still resides in the unit.

The property owner or authorized property management company must also agree to the following terms as a condition of accepting rental arrears payments:

- The LRAP payment satisfies the tenant's full rental obligations for the time period covered by the payment.
- Waive any late fees due on any rental arrears covered by the LRAP payment.
- If the household is currently residing in the unit, not increase the monthly rental amount above the monthly amount due at the time of application for LRAP assistance for months for which rental assistance is received and for one year from receipt of the LRAP payment.
- That they have contacted a current tenant household at least three times, two in writing, to encourage participating in ERAP.
- If the household is currently residing in the unit, not evict the household on behalf of whom the LRAP payment is made for reason of expired lease or holdover tenancy for one year from the receipt of the LRAP payment. An exception to this requirement shall be made if the dwelling unit contains four or fewer units and the property owner or owner's immediate family members intend to immediately occupy the unit for use as a primary residence.